

BUSINESS SERVICE ASSISTANT

REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION

Date of Review: September 25 – 27, 2006

Collective Bargaining Identification: R01

Job Analysis Review Conducted By: Cheryl L. Session, Associate Personnel Analyst
Selection Services Section

Number of Incumbents: There are 35 incumbents in this classification per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated October 2, 2006.

Names of the Subject Matter Expert(s) and their background:

Gary Laws has worked with the Department for 11 years. He currently works in the Business Management Branch as a Staff Services Analyst. Prior to working in the Business Management Branch, Mr. Laws worked three years at the Deuel Vocational Institution as a Business Service Assistant.

John F. Lizarraga has worked for the Department for 6 years. He currently works as a Business Service Officer I in the Business Management Branch. He previously worked as a Business Service Officer I (Supervisor) and a Business Service Assistant with the Department of Education.

Tami Somara has been with the Department for over 2 years. She currently works as a Procurement & Services Officer II. One of her many duties is to supervise Business Service Assistants.

Tom Straub has been with the Department for 25 years. He currently works as a Procurement & Service Officer II. One of his many duties is to supervise Business Service Assistants.

COMMENTS: Both Subject Matter Experts participated in the review. An agreement was reached on the Tasks and Knowledge and Skills needed to work at the level of a Business Service Assistant.

**BUSINESS SERVICE ASSISTANT
INFORMATION GATHERING
REVIEWED**

Subject Matter Experts reviewed the existing job analysis for the Business dated September 13, 1999, to provide any necessary updates/changes. Minor changes were made to include language and title changes consistent with the Department's reorganization of July 1, 2005. In addition, Willingness Statements were added.

Copies of the revised tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked Business Service Assistant.